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*Office Memorandum* • UNITED STATES GOVERNMENT

**TO** : **FROM** :

SUBJECT: Appraisal Section Budget for Fiscal Year 1950

DATE: June 14, 1948

25X1A

As requested, attached is a report on the work-load of the Appraisal Section for the past twelve months. As indicated it is report of only a part of our work-load inasmuch as it does not include the following operations:

1. Review of exit interviews
  2. Review of PHS's prior to investigation
  3. Review of name-check reports prior to completion of investigation
  4. Top Secret cases
  5. Special Intelligence cases
  6. Group studies such as the EE/USSR Branch and [REDACTED]
  7. Review of files related to a case being appraised
  8. Contacts Branch EE and AI Cases, and
  9. Reviews made after receipt of fingerprint reports

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The above operations require more than eight man-hours a day.

The figures on the attached report, to an outsider, would show a decline in the amount of work performed by the Section. In this respect, however, they are wholly unreliable. The figures do not show that the actual hours required to present you a case with a recommendation have grown tremendously. The individual appraiser is required to devote more time to previously non-existent paper-work, to devote more time to polishing his memoranda, and to weigh cases against a written formula rather than on their own contents. These are all time consuming.

Another factor reducing the number of cases handled but keeping the work-load high was the assignment, during the reporting period, of several functions to the Section. These include items 1, 2, 3, 4, 5, 6, 8, and 9 listed in paragraph 1, above.

The attached report, in charting the activities of approximately two-thirds of the Section, serves as additional justification of the Appraisal Section. In my memorandum of June 11, 1948, I pointed out that the Appraisal Section not only evaluates cases but reviews them for sufficiency of investigation and checks conducted. This report shows that the 1645 cases approved, disapproved or closed, required 2040 reviews by the Section. This means in the process of reviewing 1645 cases we found it necessary to send cases back for further checking some 395 times. In other words about 24% of our reviews do not end in a recommendation for approval or disapproval but, rather, in a request to cover missing

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leads or points. (The percentage is actually higher because the percentage is based on 395 out of 1645 and the 1645 includes 224 closed cases not all of which ran to a point resulting in an investigation report.)

Attachment:  
(Report of Appraisal Section  
work-load)

WAO:JS

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